

~ IMPORTANT ~

Remember that you **must submit** your **Service Retirement Application** to **KTRS**
ONE MONTH PRIOR to your retirement date! *For example ...*

If Your Retirement Date is ...	January 1 st	May 1 st	July 1 st	November 1 st
Your Application Deadline is ...	December 1 st	April 1 st	June 1 st	October 1 st

IMPORTANT RETIREMENT CHECKLIST

The following documents must be on file with
Kentucky Teachers' Retirement System prior to retirement.

	Documents you will need	Explanation
	KTRS Application for Service Retirement	Your completed KTRS Application for Service Retirement. (Form 23).
	COPY of Your Birth Certificate	A photocopy of your official, certified birth certificate from Vital Statistics. (<u>Not</u> the hospital birth record or the Notification of Birth Registration.)
	COPY of Your Social Security Card	A photocopy of your Social Security card issued by the Social Security Administration and bearing its seal and your signature. (<u>Not</u> the stub that accompanies the card.)
	COPY of Your Marriage License	A photocopy of your official, certified marriage license. (<u>Not</u> the Certificate of Person Performing Marriage Ceremony. An official, certified copy is available from the local County Clerk of the county in which the marriage was performed or from any other government agency that maintains such records.)
Beneficiary Requirement: (if Option III, IIIA, IV or IVA is selected)		
	COPY of Your Beneficiary's Birth Certificate	A photocopy of your beneficiary's official, certified birth certificate from Vital Statistics. (<u>Not</u> the hospital birth record or the Notification of Birth Registration.)
	COPY of Your Beneficiary's Social Security Card	A photocopy of your beneficiary's Social Security card issued by the Social Security Administration and bearing its seal and a signature. (<u>Not</u> the stub that accompanies the card.)

Attention: Service Credit Purchases

For the credit purchases listed below, you must begin the process two months prior to your effective date of retirement.	For the actuarial purchases listed below, KTRS must have your completed application on file in order to provide you with the cost. * The forms certifying these services must already be on file with KTRS.	
<ul style="list-style-type: none"> • Reinstatement of Withdrawn Accounts • Fractional Year Service • Noncurrent Leaves of Absence • Current Leaves of Absence - <i>must be purchased no later than the fiscal year following the year the leave was taken.</i> 	<ul style="list-style-type: none"> • Military Service * • Federal Head Start Service * • Peace Corps Service * • Out-of-State Service * 	<ul style="list-style-type: none"> • Federal Government Service * • Regional Mental Health Service * • Non-standard Credit